

## **OHIO AIR QUALITY DEVELOPMENT AUTHORITY**

The regular meeting of the Ohio Air Quality Development Authority (“Authority”) was held remotely on Tuesday, March 8, 2022, at 10:00 am.

The Authority made available a video link for guest presenters and a telephone number for anyone who wanted to listen to the meeting. The phone number was provided to those who requested access by 4:00 pm Monday, March 7, 2022.

These are the minutes of the meeting.

### **Members present:**

Jim Simon, Chairman  
Michael Keenan, Vice Chairman  
Michael Curtin  
Cara Brook

### **Ex-Officio members present:**

Laura Factor, Ohio EPA  
Gene Phillips, Ohio Department of Health

### **Staff present:**

Christina O’Keeffe, Executive Director  
Brooke Grant, Manager of Planning and Projects  
Sandra Langston, Administrative Manager  
Dawn Pertner, Fiscal Officer  
Laura Klein, Program Coordinator  
Gabriel Lorenz, Customer Service Coordinator  
Joseph Mechling, Program Assistant

### **General Counsel:**

Thad Boggs, Frost Brown Todd

### **Guest present:**

Dan Skilliter, A&D Consulting Group  
Katie Lundy, Inspire PR Group  
Kathi Minut, Kamms Auto Body  
Don Malick, Kamms Auto Body

Jim Schultz, Huntington National Bank  
Steve Smith, Frost Brown Todd  
Mary Sullivan, Dinsmore & Shohl  
Lona Valentine, Dinsmore & Shohl

This meeting of the Authority has been duly posted and given to all news media, organizations and other persons who requested such information in accordance and in full compliance with Chapter 3706-1 of the Ohio Administrative Code.

Chairman Simon called the meeting to order at 10:05 a.m.

1. The Chairman welcomed everyone.

The roll call of Authority Members.

Chairman Simon – Present

Vice Chairman Keenan  
Member Curtin – Present  
Member Brook – Present  
Member Factor – Present  
Member Phillips – Present

The Chairman asked General Counsel to confirm the meeting's compliance with the Open Meetings Act. Mr. Thad Boggs confirmed that a quorum of six members was present, that the meeting remained an open public meeting, and the meeting was fully in compliance with state law. Under the authority granted by HB 51, the Authority can conduct meetings remotely. A roll call vote should be taken for each item that requires a vote.

Chairman Simon stated that the Authority would be explicit on which item was on the table for discussion or vote, and that he would recognize members and guests by name and title during discussions or ask them to introduce themselves. He mentioned that the roll call vote for items being voted on would be taken in random order.

Chairman Simon welcomed everyone and asked Gabe Lorenz to provide an overview of Microsoft Teams.

## 2. Minutes – Regular business meeting February 8, 2022.

Vice-Chairman Keenan moved for approval of minutes. Member Brook seconded.

Roll call vote:

Member Curtin: Yes  
Chairman Simon: Yes  
Member Phillips: Yes  
Member Factor: Yes  
Member Brook: Yes  
Vice-Chairman Keenan: Yes

Motion passed unanimously. Minutes adopted.

## 3. Resolution 22-08 (CARC)

A&D Consulting Group, LLC

A resolution authorizing the issuance of not to exceed \$116,365 Air Quality Revenue Bonds of the State of Ohio in order to assist A&D Consulting Group, LLC in the financing of costs of air quality facilities in order to promote the public purposes of Chapter 3706, Ohio Revised Code; providing for the assignment of revenues for the payment of the bonds; authorizing the execution and delivery of a loan agreement, an assignment of loan agreement and the bonds; and authorizing and approving related matters.

Director O’Keeffe introduced the Resolution and stated A&D Consulting is a small business located in Holland, Ohio in Lucas County that designs 2-dimensional and 3-dimensional exhibits. As part of their growing business, they want to install a paint booth, which would create two new jobs. She introduced managing member Dan Skilliter of A&D Consulting Group to explain the project.

Mr. Skilliter thanked the members for the opportunity to present. He and his business partner bought A&D on December 31, 2019, but the COVID-19 pandemic that would soon hit caused a need to shift their business model, as most of their revenue stream was from event planning. They were able to quickly get into producing acrylic barriers and braille signage for various Toledo-based organizations and hospitals. This approach kept the business going through pandemic. They were able to gain traction in braille signage so well that they want to bring the entire process in-house, thus requiring new equipment. The company wants to focus on providing high quality Americans with Disability Act (ADA) compliant signage at a competitive cost. This will encourage more private entities to include braille signage in their facilities. Mr. Skilliter emphasized that OAQDA assistance will greatly aid in offsetting additional expenses that may prohibit overall investment. Partnering with OAQDA will help achieve their vision.

Member Curtin moved for approval. Member Brook seconded.

Roll call vote:

Chairman Simon: Yes

Member Phillips: Yes

Member Brook: Yes

Member Curtin: Yes

Member Factor: Yes

Vice-Chairman Keenan: Yes

Motion passes unanimously. Resolution adopted.

#### 4. Resolution 22-09 (CARC)

#### A&D Consulting Group, LLC

A resolution that approves grant assistance not to exceed \$20,000 from the Small Business Assistance Fund to A&D Consulting Group, LLC for the purpose related to the eligible portions of the financing approved through Resolution 22-08.

Member Phillips moved for approval. Member Factor seconded.

Member Curtin inquired if A&D Consulting plans to participate in trade shows in the future. Mr. Skilliter replied that they hope to get back into trade shows like they were in 2019. The new signage business will be a valuable second stream of revenue that will benefit their company.

Roll call vote:

Member Phillips: Yes  
Vice-Chairman Keenan: Yes  
Member Factor: Yes  
Member Brook: Yes  
Member Curtin: Yes  
Chairman Simon: Yes

The motion passed unanimously. Resolution adopted.

#### 5. Resolution 22-10 (CARC)

Kamms Corner Auto Body, Inc

A resolution authorizing the issuance of not to exceed \$110,000 Air Quality Revenue Bonds of the State of Ohio in order to assist Kamms Corner Auto Body, Inc. in the financing of costs of air quality facilities in order to promote the public purposes of Chapter 3706, Ohio Revised Code; providing for the assignment of revenues for the payment of the bonds; authorizing the execution and delivery of a loan agreement, an assignment of loan agreement and the bonds; and authorizing and approving related matters.

Director O’Keeffe introduced the project from a body shop, which has been in business for 43 years and located on the west side of Cleveland in Cuyahoga County. They plan to replace an aging paint booth with a new Garmat spray booth. She introduced the President of Kamms Corner Auto Body, Don Malick, to present on the project.

Mr. Malick mentioned that Kamms Corner Auto Body is a family-owned and operated business that he purchased in 2010 from his father-in-law. They plan to purchase and install a Garmat USA Chinook II 27-foot modified Down Draft Spray Booth that will replace a 25 year old spray booth. The new spray booth will allow them to paint more cars per day and will be much better for the environment. They currently have seven employees, and the project will create two additional jobs.

Member Factor moved for approval. Member Phillips seconded.

Roll call vote:

Chairman Simon: Yes  
Member Factor: Yes  
Member Phillips: Yes  
Vice-Chairman Keenan: Yes  
Member Brook: Yes  
Member Curtin: Yes

Motion passed unanimously. Resolution adopted.

6. Resolution 22-11 (CARC)

Kamms Corner Auto Body, Inc

A resolution that approves grant assistance not to exceed \$20,000 from the Small Business Assistance Fund to Kamms Corner Auto body, Inc. for the purpose related to the eligible portions of the financing approved through Resolution 22-10.

Member Curtin moved for approval. Member Brook seconded.

Roll call vote:

Member Factor: Yes

Vice-Chairman Keenan: Yes

Member Phillips: Yes

Member Brook: Yes

Member Curtin: Yes

Chairman Simon: Yes

Motion passed unanimously. Resolution adopted.

7. Resolution 22-12 (CAIP-Administration)  
Services

Arbitrage Rebate Calculations

A resolution authorizing the engagement of Dinsmore and Shohl to provide Arbitrage Rebate Calculations Services on behalf of the Authority.

Director O’Keeffe stated that this resolution will approve the hiring of an Arbitrage Rebate Calculation agent. Based on the Authority’s Post-Issuance Compliance Policies and Procedures that were amended in October 2019, the Director is authorized to hire an arbitrage calculating agent on behalf of the Authority. In late 2021, the Authority issued an RFP to select a qualified firm to serve on behalf of OAQDA to ensure compliance with arbitrage rebate rules on federal tax-exempt transactions. The evaluation committee reviewed the submitted proposals and recommends Dinsmore & Shohl to serve as the agent. Once fully engaged, Dinsmore will review current transactions for compliance purposes as well as to address future transactions. General Counsel will also provide assistance in the template for the opinions to be issued by Dinsmore & Shohl for the federal tax-exempt transactions.

Member Brook moved for approval. Member Curtin seconded.

Roll call vote:

Member Factor: Yes

Member Phillips: Yes

Vice-Chairman Keenan: Yes

Chairman Simon: Yes

Member Curtin: Yes

Member Brook: Yes

Motion passed unanimously. Resolution adopted.

8. Resolution 22-13 (Administration)

Administration & Personnel Policies

A resolution approving the revision to the Authority's Administrative and Personnel Policies and Procedures.

Director O'Keeffe introduced Sandra Langston to explain the revisions to the policies. She coordinated with the Department of Administrative Services (DAS) on new and revised policies that impacted the Authority. Ms. Langston explained that DAS revised policies relating to Equal Employment Opportunity (EEO).

One of the revised policies is the Anti-Discrimination and Anti-Harassment policy. Since boards and commissions are generally small and rely on the human resources support from the Central Service Agency (CSA), DAS reflected their role and identified the CSA Human Resources manager as the designated EEO officer for OAQDA. It clarifies the process that employees may follow in the event they feel they have been discriminated against.

The Americans with Disabilities Act and Reasonable Accommodations Policy is new. This policy provides clear guidelines for staff with disabilities to seek and obtain accommodations to perform the functions of their job. The policy names the CSA Human Resources manager as the EEO officer.

Once the resolution has been adopted, the Authority will be required to provide notices regarding accommodations for employees and guests, including on meeting notices and the website, so those in need of accommodations will know whom to contact. These policies have been included in the Administrative and Personnel Policies handbook.

Chairman Simon sought clarification that these policies are federal mandates that are now being passed by the state. Ms. Langston confirmed.

Member Curtin motioned for approval. Member Brook seconded.

Roll call vote:

Member Brook: Yes

Member Curtin: Yes

Member Phillips: Yes

Vice-Chairman Keenan: Yes

Member Factor: Yes

Chairman Simon: Yes

Motion passed unanimously. Resolution adopted.

## 9. Executive Director's Report

Christina O'Keeffe

Director O'Keeffe provided an update on programs and projects. She stated that the Authority is scheduled to close at the end of the month on its first whole building project, the 3660 Michigan LLC project, under the Clean Air Improvement Program. There are also several projects in the pipeline that may be ready for consideration at the April board meeting. Duke Energy has several projects seeking a refunding of the bonds and will likely be presented at the April meeting.

She stated that the Request for Proposal (RFP) for a Market Needs Assessment is being completed and expected to be released later in March.

Director O'Keeffe provided a summary of the educational session held March 1, 2022. Members Brook, Phillips and Factor participated and provided great feedback. Mr. Kinch of Heapy Engineering provided a demonstration of the software used to gather data that is reported on the projects. The discussion surmised on the use of data in the future and explored ways to track trends and changes in air quality. Member Phillips shared many helpful links from the Ohio Department of Health (ODH) that can assist OAQDA in this process. Some resources he mentioned are the ODH's Social Vulnerability Index and the State Health Improvement Plan. The staff is reviewing this information to identify alignment with its programs. Discussion revolved around developing the social Return on Investment, or strategies to measure and quantify the non-economic benefits, in order to better capture the full value of the Authority's impact. Director O'Keeffe acknowledged staff member Laura Klein as the point person for this work.

Vice-Chairman Keenan mentioned a previous project that occurred in Eastern Ohio where they gathered air samples while flying. He recalled it dealt with evaluating the air in an area where fracking was taking place; however, he has not heard much else about it since. He is curious if something like that would fall within the framework of what Director O'Keeffe is hoping to do and if there is a way to research this program.

Director O'Keeffe mentioned that she is not familiar with that program, and it would be something OAQDA would need to research. The OAQDA would likely look at aggregate air quality data in the region, and not just point source, but it is something that the Authority could investigate. Member Factor is unsure if this project was done by the US EPA or if it was done in coordination with other organizations. Vice-Chairman Keenan recalled that there was some sort of airflight and universities involved. Member Brook mentioned that it might have been the Ohio Air Quality Monitoring Program at the Voinovich School at Ohio University. Executive Director O'Keeffe agreed that it would be helpful to learn more and can connect with the Voinovich School.

Member Brook thanked Director O'Keeffe for having the educational section. She further stated that she is inspired by the team at the OAQDA and that this project will make a real impact.

Executive Director O'Keeffe provided some updates related to administrative items. The database project is scheduled to begin the week of March 14<sup>th</sup>, and she will continue to keep members updated. The monthly financials are pending completion due to the timing of bank statements being available prior to the board meeting date and will be distributed to Members via email and

uploaded in BoardEffect. In addition, Governor DeWine has issued an Executive Order on business practices with Russian entities. The Authority is taking steps to comply, and General Counsel mentioned that additional terms will be added to the Authority's agreements.

The Authority continues to increase efforts on marketing. Director O'Keeffe has engaged in discussions with JobsOhio and their project management team to make sure the Authority can be a referral to projects that may align with its programs. At the end of February, she participated in a finance workshop related to the Midwest Hydrogen Hub, which involves a working group to pursue a \$4 billion initiative by the U.S. Department of Energy to produce hydrogen from nuclear and solar energy. Based on preliminary information, OAQDA can be a financing partner for some of these projects related to this initiative; for example, if manufacturing facilities need to convert equipment and processes to utilize hydrogen.

The 2021 Annual Report is on track for its release next month in April. The theme is "Cleaner Air, Greater Opportunities" and will feature more storytelling, which was successful in last year's annual report. Inspire PR is handling the design and content development.

Director O'Keeffe also introduced the new OAQDA website, which was led by Gabe Lorenz. She introduced him to provide a preview for Members. Mr. Lorenz provided a demonstration of the new website and explained its features. The previous platform was limited in displaying information, and this new platform is an IOP Core Platform offered by the state at no cost. The design and function align with other State agencies' websites and is more user-friendly. Mr. Lorenz demonstrated featured content, including enhancements like embedded videos, that can better share the story of the Authority. Director O'Keeffe also mentioned a new feature includes monthly blogs that will be posted on the site.

## 10. Adjournment

The Chairman adjourned the meeting at 10:54 am.